CONTACT US!

The ISSO is providing all services remotely. For more information and updates, please visit Clark’s COVID-19 Information page, including the Frequently Asked Questions for international students. Please note that our offices are closed. Please do not leave a voicemail message, but instead email ISSO@clarku.edu

Susannah Marcucci, Director, smarcucci@clarku.edu
Abigail Nolan, Associate Director, abnolan@clarku.edu
Jean Hearns, International Student Advisor, jhearns@clarku.edu
Kelly Keevan, Administrative Services Coordinator, kkeevan@clarku.edu

WE'RE THINKING OF YOU!

Please be reminded that the ISSO is a resource. With the community quarantine still in place as well as the growing unrest within the United States, we encourage everyone to please continue to stay safe. If you have any questions or concerns, please reach out to our office.

TAX SEASON

The SprintTax program is the tax preparation system that Clark University offers to help you fill out your taxes. The code needed to complete this program will be available January 25, 2021.
TRANSPORTATION SURVEY

The ISSO is arranging transportation options for new international students. We need your information to assist us in the planning process.

The survey is due no later than Friday February 5th, 2021.

Survey link: https://clarku.qualtrics.com/jfe/form/SV_9uHLwKdJuoDtIS5

MASSACHUSETTS TRAVEL ORDER

Please keep in mind that the state of Massachusetts has travel orders and procedures in place for traveling to help slow the spread of COVID-19. Please check the state governments website for updates on any changes here.

ORIENTATION

Spring 2021 orientation for new incoming students will be held on Wednesday and Thursday, February 17th and 18th.

More information will be sent out via email in the coming week.

ISSO STUDENT PORTAL

The ISSO Portal provides Clark’s international community with a way to interact with the ISSO in a more streamlined format. Students should use the ISSO Portal to make OPT and CPT requests, update OPT employment records, request a new I-20 or travel signatures, and much more. As a currently matriculated student at Clark, you can log into your ISSO Portal account by clicking here and using your Clark credentials to access your information.

UPCOMING DATES

Optional Practical Training (OPT):

All students, both graduate and undergraduate, who are planning to graduate in June 2021 or anytime in 2021 must attend an OPT workshop prior to applying for OPT. The current OPT Workshop dates are as follows:

February 4th 2021 11am (EST)
March 15th 2021 2pm (EST)

* Zoom links will be sent via email in advance

Curricular Practical Training (CPT):

Interested in learning about CPT? Attend one of our workshops! The current CPT Workshop dates are as follows:

February 9th 2021 3pm (EST)

* Zoom links will be sent via email in advance
FULL-TIME STUDY REQUIREMENTS

While Clark has made a shift to online course delivery. On Monday, March 9, SEVP (the government agency that oversees the F-1 student program), issued guidance to schools with F-1 international student programs. This guidance allows for institutions to make temporary changes to course delivery, such as moving classes to an online format and suspending in-person class meetings. As long as F-1 students remain full-time enrolled, temporary online coursework will count towards full-time enrollment. Clark does not need approval from SEVP in advance to make operational changes, however, we are required to report any changes we do make.

We are experiencing a stressful time of great uncertainty as a community, and we are committed to providing as much support as possible. You are welcome to write to us at any point. We will be in communication as we receive additional updates.

Please make sure you are checking your Clark email accounts regularly and refer to the University’s special webpage for Covid-19 as this page contains all official policies and procedures relating to the outbreak.

IN ORDER TO APPLY FOR AN SSN YOU WILL NEED TO MAIL COPIES OF:

- An offer of employment - you need to be hired for a job first. When you are hired, explain to your hiring manager that you need an offer of employment.

- Letter of support from the ISSO. To request this letter from the ISSO, please submit a Letter Request on the ISSO Portal. Information needed on the offer letter can be found on a template on the ISSO page of the CUWeb.

- Application form SS-5, which can be found here.

- Passport

- I-20

Student Instructions
Undergraduate international students should click here for instructions.

Graduate students should upload the confirmation document here.

SSA Office Worcester:
The office locator is here.
SSA telephone: 866-331-9069
Worcester SSA fax: 833-902-2512

Reminder: Do not email your SSN application materials to any offices at Clark University, as they have sensitive information.
If you want to look for an on-campus job, remember that all jobs are posted on Handshake. Search using the filter "on-campus student employment."

If you are here on an F-1 visa, please remember that working off-campus without authorization is not allowed by the US government and can result in termination of your SEVIS status. After completion of two full semesters, you may be eligible to work off-campus as part of your academic program. If you are an undergrad student, the process starts at the Career Connections Center; information about the Academic Internship Program can be found here.

If you are a graduate student, the process starts with Career Services in SOM or with your academic advisor in your department. The internship/work opportunity must be approved by Career Services/Academic Department first. ISSO will then approve it and issue you a new I-20 with CPT (Curricular Practical Training).

Do not start the internship/work opportunity without CPT. Questions? Contact Abigail Nolan

REMOTE WORK POLICY

Authorized students can work remotely as long as they are performing work within the United States (regardless of citizenship).

Work outside the U.S. continues to be prohibited.

This policy will be in effect through June 20, 2021 unless there is a change in conditions or regulations which requires us to revisit this policy earlier.

THIS AND OTHER IMPORTANT RESOURCES ARE ON THE STUDENT EMPLOYMENT WEBPAGE.
US POLICY ON UNLAWFUL PRESENCE

After you return to the United States from your vacation, remember to check your I-94 information! You should check this every time you enter the United States to be sure that your immigration record is correct. Go to https://i94.cbp.dhs.gov/i94/#/home to access your I-94.

Have your passport available. Check the date of entry, the class of admission (should match the visa you used to enter - likely F-1 or J-1) and the admit unit date (for students, it should say D/S). Make sure that your biographical information is correct. If you plan on applying for Post-Completion OPT, your Post-Completion OPT application may be delayed if you do not have an accurate, up-to-date I-94 record. If your I-94 record is inaccurate, contact ISSO@clarku.edu as soon as possible.

SCAMS: PLEASE BE AWARE

There are also reports that some scammers tell students that they are under federal investigation. Sometimes they tell individuals that there is a legal case, an affidavit and/or allegations against them.

If you receive a call demanding personal information or payment, hang up immediately.

Remember, government officials will never threaten you or ask for payment over the phone or in an email. Do not give payment over the phone to anyone who claims to be a government official. All requests for official payments will arrive on government stationery.

In general, we encourage you to protect your personal information and not provide details about your immigration case in any public area.

Visit the Avoid Scams Initiative at www.uscis.gov/avoid-scams for more information on common scams and other important tips.